

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 3  
ARCADIA MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

**STAFF ASSISTANT I or II**

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Staff Assistant I or II.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Supervises a clerical team of 10 staff, including 2 Patient Financial Resources Workers, 1 Patient Resources Worker, 1 Sr. Clerk, and 6 Intermediate Typist Clerks
- Serves as administrative/clerical consultant to 6 staff at two other clinic sites
- Provides oversight for the functioning of the clinic building, coordinating repairs with the appropriate DMH unit
- Ensures that various inventory reports are completed in a timely manner
- Oversees the daily clerical operations in the clinic
- Serves as one of the clinic's Local User Administrators for IBHIS
- Assists clerical staff with data entry and trouble-shooting problems with prescriptions in the PATS system
- Assists the Program Head in preparation of various site visits, Medi-Cal certification visits, and audits

**DESIREABLE QUALITIES:**

- Experience working supervising a large team in a clinic environment
- Ability to be flexible with evolving programs and work duties
- Strong interpersonal skills with the ability to work and communicate effectively with clinic staff, other County employees, community agencies and consumer partners
- Good time management skills
- Strong computer skills, including a good understanding of IBHIS
- Experience creating Excel documents and other spreadsheets

This is restricted to individuals currently holding the title of Staff Assistant I or II; interested individuals are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years as well as a Master Time Card for the past 2 years.

**Fax or Email information to:**

Elizabeth Gross, Ph.D.

Program Head, Arcadia Mental Health Center

[egross@dmh.lacounty.gov](mailto:egross@dmh.lacounty.gov)

Phone number: (626) 821-5844 \*\*\* Fax number: (626) 447-4792